



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-SA

MAR 08 2010

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum SA-03 Motorcycle Safety Requirements

1. Purpose. Prescribe mandatory training and equipment requirements at the Joint Readiness Center and Fort Polk for Service Members operating a motorcycle on and off post and civilians/retirees operating a motorcycle on post.
2. Applicability. This policy applies to all personnel assigned to, attached to, or stationed at the Joint Readiness Training Center (JRTC) and Fort Polk, Louisiana living on or off the installation. This policy applies to riders of all motorized two-wheeled vehicles including motorcycles, scooters, and MOPEDS. Personal protective equipment (PPE) requirements apply to riders of three-wheeled motorized vehicles. The training requirements only apply to Active Duty Military and Department of Defense (DoD) Civilian employees. The training requirements do not apply to and training cannot be provided to active duty dependents, DoD civilian employee dependents, DA contractors, and civilians with no DoD affiliation.
3. Requirements:
  - a. Operators will not operate any motorized two wheeled vehicle or motorcycle unless they are properly trained, licensed, registered, and insured.
  - b. Service Members and Department of Defense (DoD) civilian employees will complete the required training before operating any motorcycle, MOPED, or scooter, on the installation. Service Members are required to complete the training before operating these vehicles either on or off post.
    - (1) Successfully complete the Basic Riders Course (BRC) as outlined in the Fort Polk Regulation 385-7, POV Accident Prevention.
    - (2) Successfully complete the Experienced Riders Course (ERC) within 6 months of completion of the BRC. Newly assigned Service Members who have successfully completed the BRC but not the ERC at another installation will be required to register for the ERC within 7 days of arrival.
    - (3) Service Members that ride sport motorcycles will complete the Sports Bike Motorcycle Safety Course no later than 3 months after completion of the ERC. Soldiers will obtain written approval from their chain of command and the MSC senior mentor prior to attending the sports bike course. Successfully completing the ERC is not optional for sports motorcycle riders. An

AFZX-SA

SUBJECT: Command Policy Memorandum SA-03 Motorcycle Safety Requirements

information sheet on this course may be found at the following link:

<https://safety.army.mil/mmp>

(4) Dirt bike riders will successfully complete an approved Motorcycle Safety Foundation (MSF) dirt bike course within 1 to 4 months of being assigned to Fort Polk. The BRC is an acceptable alternate when the course is not available.

(5) Within 7 days of arrival to Fort Polk or purchase of a motorcycle, MOPED, or scooter (new to the operator or one with increased engine size of 200cc), riders must enroll (<https://www.airs.lmi.org>) in either the basic or experienced riding course sanctioned by the Motorcycle Safety Foundation (MSF). DoD civilian employee personnel and Service Members operating three-wheeled motorcycles are EXEMPT from this requirement. However, they must observe the same requirements for PPE IAW this policy.

(6) Service Members who change motorcycles will complete the ERC on the new motorcycle NLT 60 days after purchase. A change includes purchasing a different class of motorcycle (cruiser, standard, or sport) or an increase of engine displacement of 200cc or more.

(7) Service Members holding a MSF certification who are redeploying are required to successfully complete an ERC within 30 days of redeployment as their refresher training using their own motorcycle. Service Members that do not successfully complete an ERC will be required to repeat the ERC or BRC based on the instructor's recommendation. Service Members with less than 6 months riding experience prior to deployment will be required to retake a BRC course.

(8) Service Members found "at fault" in an accident will be required to attend an additional ERC (or BRC as applicable) within 30 days of the accident.

c. All operators must carry their MSF card, motorcycle license, proof of insurance, and registration while operating their motorcycle. DoD Civilians and Service Members who fail to carry and present the MSF card, valid registration, license, and proof of insurance will not be allowed to operate their motorcycles on post.

d. Wearing of portable headphones, earphones, and other listening devices (except for hands-free cellular phones) is prohibited while operating a motorcycle, MOPED, or scooter. Motorcycle operators may wear motorcycle helmets equipped with operator-passenger intercom systems.

e. Motorcycles are required to have: at least one headlight on at all times, both a left and right hand rear view mirror mounted on the handlebar or faring, and front and rear turn signals.



AFZX-SA

SUBJECT: Command Policy Memorandum SA-03 Motorcycle Safety Requirements

Handlebars will not exceed 15" in height from the seat to the handgrips (LA State Law: R.S. 32:191.3 Footrests and Handlebars).

f. Civilians, on the installation, and Service Members on and off the installation are required to comply with the following PPE requirements while operating a motorcycle, MOPED, or scooter, as either the operator or passenger.

(1) A Department of Transportation (DOT) approved motorcycle helmet properly fastened under the chin.

(2) Full-fingered gloves designed for use on a motorcycle.

(3) Long-sleeved shirt or jacket and long trousers. The rider must wear an upper garment (either the long-sleeved shirt or an additional reflective ensemble) that is clearly visible from both the front and rear, in the colors of fluorescent yellow, fluorescent orange, or fluorescent green. Reflective material which can be seen from the front and the back is required during hours of limited visibility. Full vests and riding jackets that meet the "fluorescent colored" and "reflective" criteria are encouraged. Examples of correct reflective upper body ensembles are located in Enclosure 1. The PT reflective belt **DOES NOT** meet the criteria for a visible upper garment for motorcyclists. If carrying a backpack, it must be fluorescent colored and/or reflective or affixed with fluorescent colored/reflective material as it becomes an extension of the body. These outer garments will be properly secured, clearly visible, and not covered.

(4) Leather boots or sturdy over-the-ankle shoes (no athletic shoes).

(5) Impact- or shatter-resistant goggles, wraparound safety glasses meeting the American National Safety Institute (ANSI) or DOT standards, or full face shield attached to the helmet in the down position are required. Windshields, eyeglasses, and fairings alone do not meet this requirement. The goggles/eyewear may be darkened for daylight use; however, they must be clear during the hours of darkness or adverse weather conditions.

g. Company Commanders will maintain a roster of motorcyclists in their units to include completion of both the BRC and ERC or sports bike course, and record of inspection of required protective equipment. Civilian organizations will also maintain a roster and track BRC and ERC or sports bike completion within their sections.

4. These measures are not meant to prohibit riding, but to increase Soldier and civilian survivability. We must take an active role in protection and prevention. Enclosed are the Motorcycle Mentorship Program guidelines as well as a link to the U.S. Army Combat Readiness Center library of POV and motorcycle best practices at <https://safety.army.mil/povmotorcyclesafety/BESTPRACTICES/tabid/362/Default.aspx>.

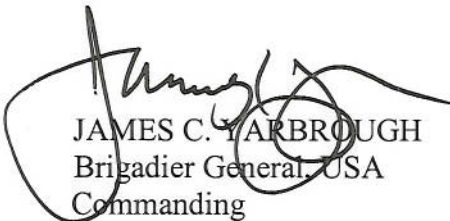
AFZX-SA

SUBJECT: Command Policy Memorandum SA-03 Motorcycle Safety Requirements

5. The Motorcycle Mentorship Program is directed for all MSEs and Directorates and capitalizes on shared experiences to prevent accidents and save lives. The program places responsibility on the chain of command to enforce standards, adhere to policy and procedures, and reduces risk to our force. Ride safe and ride smart.

2 Encls

1. Examples of correct reflective ensemble
2. Motorcycle Mentorship Program



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DISTRIBUTION: A+

## **EXAMPLES OF CORRECT UPPER BODY ENSEMBLES FOR DAYLIGHT HOURS**



## **EXAMPLES OF CORRECT UPPER BODY ENSEMBLES FOR LIMITED VISIBILITY OR HOURS OF DARKNESS**





## **Motorcycle Mentorship Program Guidelines**

1. Each MSC will establish a mentorship program and appoint a senior motorcycle mentor to inspect and provide guidance to subordinate units. Each battalion will do the same. The installation lead will be the Command Safety Office assisted by the DES motorcycle officers.
2. The Command Safety Office will:
  - a. Conduct as a minimum a monthly meeting with all mentors.
  - b. Maintain a consolidated database of all motorcycle riders provided by the senior mentors.
  - c. Provide mentorship to unit Soldiers/civilians who are purchasing, or contemplating the purchase of a new motorcycle.
  - d. Provide remedial motorcycle instruction (Basic, Experienced, or Sports Bike Course) for individuals who have had a traffic violation.
  - e. Organize and conduct installation group rides.
  - f. Conduct certification course to become a MSF instructor for senior mentors.
3. Senior mentors will:
  - a. Conduct as a minimum a monthly meeting of all riders.
  - b. Maintain a database of all motorcycle riders.
  - c. Provide the Command Safety Office quarterly updated database NLT 7 days after each quarter. The database will include name, rank, unit, MSF card number, date MSF card was issued, type of motorcycle, years of riding experience on that particular motorcycle, type of motorcycle ridden previously, and years of experience with that motorcycle.
  - d. Encourage safe riding techniques and practices. Encourage the use of proper riding gear on and off post. Utilize their chain of command to enforce correction of those deficiencies identified. Conduct routine motorcycle classes and include this training in quarterly safety stand down days.
  - e. Provide mentorship to unit Soldiers/civilians who are purchasing, or contemplating the purchase of a new motorcycle.
  - f. Provide remedial motorcycle instruction for individuals who have had difficulty mastering techniques after completing a certified MSF class or due to a traffic violation.
  - g. Organize and conduct MSE group rides. Be the subject matter expert (motorcycle) for that unit.
  - h. Assist in any installation sponsored group ride. Organizations will be requested by the Command Safety Office via ACofS, G-3 tasking.

## **Motorcycle Mentorship Program Guidelines**

- i. Certified MSF instructor mentors will assist on rare occasions to teach as the primary instructor when the IMCOM provided instructor (Cape Fox) is not available or in support of surge requirements for a reasonable time period or as may be requested by the commander due to extenuating circumstances. Organizations will be requested by the Command Safety Office via ACofS, G-3 tasking.
  - j. Certified MSF instructor mentors will teach the minimum amount of classes to maintain their certification as required by MSF.
  - k. Attend installation monthly mentorship meetings. Be the commander's representative.
  - l. The duties of mentors that are not MSF certified are the same with the exception of the conducting of rider certified courses.
  - m. Evaluate Soldiers recommended by the chain of command for attendance to the Sports Bike Rider Safety Course.
4. Unit Commander Responsibilities:
- a. Ensure that Soldiers within their command know and comply with this policy.
  - b. Establish and maintain a tracking mechanism to ensure that all motorcycle riders have completed all required training.
  - c. Vigilant oversight for the purchase or upgrade of motorcycles to ensure Soldiers have received the proper training and acquire the proper personal protective equipment.
  - d. Ensure Soldiers that ride sports motorcycles completing the Basic have the riding skills to successfully complete the Sport Bike Rider Safety Course. Recommendation of Soldier to attend the Sports Bike Rider Safety Course will be forwarded to the senior MSC mentor.